

SchoolDude offers a suite of products that allows for simplification and automation of a number of general daily tasks.

All of the SchoolDude applications can be accessed from the Cardinal Schools homepage (www.cardinalschools.org) under **Staff** and **Schooldude**



At the Welcome screen, you will be asked to enter your email address and **Submit**

Cardinal Local School District



Got a problem? [Email us](#)

Welcome! To begin, please enter your email address below.

Email Address

You will then be directed to a screen that gives you access to all of the SchoolDude products in one location (each has its own tab at the top of the screen)

Cardinal Local Sch **Technology Requests** **Supply Requests** Location Links - Logout

Got a problem? Email us

Maint Request IT Request Schedule Request Inventory Request My Requests Settings

ASSIGNMENT | SEARCH KNOWLEDGE BASE | HELP

Legend

Maintenance Requests **Facilities Requests** **View of all Requests you have submitted**

Welcome to Cardinal Schools web-based workorder
 Thank you for using our internet service to submit work requests. This service helps us
 and concerns. Please complete
 this request form.

Step 1 Please be yourself, click here if you are not Jaymee Wittlock

First Name	Last Name	Email
<input type="text" value="Jaymee"/>	<input type="text" value="Wittlock"/>	<input type="text" value="jaymee.wittlock@cardinalschools.org"/>
Phone	Pager	Mobile Phone
<input type="text" value="440.632.0261"/>	<input type="text"/>	<input type="text"/>

We are no longer using Maint Requests or IT Requests, you will only see Schedule Requests and Inventory Requests

Schedule Requests

Facilities Requests


Choose the type of request that applies to your event

Maint Request IT Request **Schedule Request** Inventory Request My Requests Settings

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New Schedule

Normal Schedule




- Single date
- Multiple dates
- Same location/areas

Recurring Schedule



- Daily
- Weekly
- Monthly
- Same location/areas

Irregular Schedule



- Single date
- Multiple dates
- Multiple Rooms/areas

To view events that are already scheduled, **click on the calendar of scheduled events**

Maint Request IT Request **Schedule Request** Inventory Request

New Schedule

Welcome to the facility request form!
For a calendar of scheduled events **CLICK HERE.**

Booked by First Name Last Name
Jaymee Wittlock
Email
jaymee.wittlock@cardinalschools.org
Please be yourself, click [here](#) if you are not Jaymee Wittlock

Event Title

To Submit a new facilities request, fill out all of the required (all fields with a red check are required) information and submit

A password is required to submit a Schedule Request, the password is **cardinal**

Once submitted, you will receive an automated email with your request information and a request number

Inventory Requests

Warehouse Supply Requests

*You must be set up in InventoryDirect in order to submit a request. If you receive an error, please contact Merry Lou Knuckles by email to have an account created.

Enter the password warehouse and click **Submit** to start your request

Maint Request IT Request Schedule Request **Inventory Request** My Requests Settings

ASSIGNMENT | SEARCH KNOW

Inventory Request

Password
 [Forgot Password?](#)

Legend

Choose supplies needed and add them to the cart. Fill in all required information (all fields with a red check are required), and submit request.